

BUSINESS DEVELOPMENT SPECIALIST

DEFINITION

Under general direction, is responsible for assisting local businesses in receiving government or private grants, City supply or service contracts, other government contracts, or related sources of funding for business expansion; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Identifies vendors or organizations in a target group, such as minority businesses, which may become eligible for the award of grants or government contracts;

Identifies requirements, according to federal, state, and program guidelines for the receipt of grants or contracts;

Informs vendors or organizations of the technical prerequisites for grant receipt or contract bid acceptance;

Assists vendors or organizations in meeting grant or contract requirements;

Assists vendors or organizations in the preparation of grant proposals or sealed bids, teaching individuals the basic procedures so that they may make future applications independently;

Answers questions about grant and contract procedures and sources;

Maintains data on primary sources of funding and contracts for the target group;

Makes oral presentations to publicize and explain the business development program at trade fairs, local conventions, civic group meetings, developers, banks, and other financial institutions;

Refers vendors or organizations to agencies which may be of assistance in matters not addressed by the development program;

Analyzes loan applications and related documents; presents application to loan committee;

Serves as liaison to other City departments on housing issues;

May supervise a small supportive staff of clericals, researchers and public information assistants;

May prepare or supervise the preparation of informational packages on the business development program's purposes and procedures;.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree and three (3) years of experience in city or regional planning, business development, grant or contract preparation and review, purchasing, accounting, finance or a related field. Substitution(s): A master's degree in administrative science may be substituted for one (1) year of the required experience.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of grant preparation; general knowledge of contracting and purchasing procedures; general knowledge of the local business and civic leadership; general knowledge of sources of funding and assistance to small businesses and organizations; some knowledge of organizational management and finance; some knowledge of equal employment opportunity and contract compliance regulations; skill in human relations; skill in speaking before groups; ability to establish and maintain effective working relationships with social, civic and neighborhood organizations and with associates; ability to interpret laws, regulations, and guidelines; ability to analyze financial statements; ability to communicate effectively orally and in writing.

Probationary Period:	365 Days
Examination:	Noncompetitive

Class Code:	2000
Job Family:	Administrative
EEO Job Category:	Professional
Compensation Plan:	CMAGE/CWA
Salary:	Grade 56 (89)

Class established:	02-25-77
Current spec:	09-30-02
Commission action taken:	Revise
Last reviewed:	09-30-02